

**TRIPURA****GAZETTE***Published by Authority***EXTRAORDINARY ISSUE**

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**Agartala, Wednesday, August 25, 2021 A. D., Bhadra 3, 1943 S. E.**

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.****GOVERNMENT OF TRIPURA  
REVENUE DEPARTMENT**

No.F.10 (41)-REV/05

Dated, Agartala, the 20th August, 2021.

**NOTIFICATION**

In exercise of the powers conferred by proviso to article-309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of 'Lower Division Clerk/ Cashier' of the District Administration under Revenue Department, Government of Tripura, namely:-

**1. Short title & commencement-**

- (a) These rules may be called "The Recruitment Rules for the post of 'Lower Division Clerk /Cashier' under District Administration, 2021"
- (b) They shall come into force on and from the date of their publication in the Official Gazette.

**2. The name of the post(s) shall be as specified in Column-1 of the Scheduled enclosed.****3. Number, classification and scale of pay,**

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **Columns 2 to 4** of the Schedule enclosed at Annexure-I.

**4. Method of recruitment, age limit, qualification, etc.:-**

The method of recruitment to the said post, age limits qualifications and other matters relating to the said post shall be as specified in columns **5 to 13** of the said Schedule.

**5. Disqualification:- No person-**

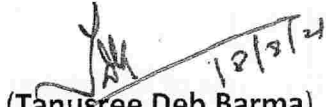
- (a) who has entered into or contracted a marriage with a person having spouse living;  
or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

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6. **Power to relax:-** Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and in consultation with the TPSC and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Repeal:-** The Recruitment Rules for the post of Estimator existing in the District Administration (Revenue) hereby **stand repealed with immediate effect and are replaced** by this Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.
8. **Savings:-** Nothing in these Rules shall affect reservations, relaxation of age limit & any other concessions required to be provided for Scheduled Castes, scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

By order and in the name of the Governor,

  
(Tanusree Deb Barma)  
Secretary to the  
Government of Tripura

**No.F.10(41)-REV/2005**

Recruitment Rules for the post of Lower Division Clerk grade under the District Administration, Revenue Department, Government of Tripura

**SCHEDULE**

- 1 Name of the post(s) : Lower Division Clerk/Cashier
- 2 Number of post(s) : 778 (seven hundred seventy eight) nos. Plus additional post(s) as and when created.
- 3 Classification : Group-‘C’, Non-Gazetted.
- 4 Scale of pay :

Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.
PB-2, Pay Band Scale Rs. 5700-24000/- Grade Pay- Rs. 2200/-	Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment ) Rules, 2018]

- 5 Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various method :
- Subject to revision by the Government from time to time.
- i) 20% by promotion and 80% by Direct Recruitment.
- ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.
- (b) Interview/viva voce shall be not exceeding 15% of the Total Marks.
- (c) Syllabus:- Enclosed at **Annexure-A** (and as revised by the Government from time to time)
- 6 Age limit for direct recruitment : 18 to 40 years, Upper age limit is relaxable by 5 (five) years in case of SC /ST / PwDs(PH)/ Government servant candidates.
- 7 Educational and other qualifications required for direct recruitment. :
- i) Madhyamik or equivalent examination passed from any recognized Board/Institution.
- ii) Having knowledge of operating Computer and proficiency in typing on computer with keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.
- iii) For selection to Bangali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board alongwith basic Computer knowledge

**Desirable Qualification:-** Knowledge of Bengali or Kokborok.

**Note:-**

- i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview /viva-voice shall be given for having such

knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.

ii) For technically/highly skilled posts, where the availability of local candidates(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification

**Note:-**

(a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.

(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.

(c) **Exemption for Persons with Disabilities.** Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.

- 8 Whether age & educational qualifications prescribed for the direct recruitment will apply in the case of promotion. : "Age-No.  
Qualification- Yes, (as per Item No. 7 above).
- 9 Whether selection post or No selection posts : For direct recruitment: Selection (As per Item No. 5(ii) above)  
For Promotion:- Non- selection.
- 10 Period of probation, if any. : 2 (two) years.
- 11 In case of recruitment of by promotion / transfer on deputation, grades from which promotion / transfer on deputation is to be made : From the post of Group-D employee having requisite educational qualification and other qualification as prescribed under item No. 7 above, with at least 5(five) years experiences in this grade. (Peon/Night Guard/Chainman/Process Server etc.)
- 12 If a DPC exists, what is its composition : Group-C, DPC of 8(eight) D. M. & Collectors.
- 13 Circumstances in which TPSC is to be consulted in making recruitment. : Not applicable.
- 14 Repeal : Existing Recruitment Rules for the post of LDC vide Notification No.F.10(216)-REV/2001.P-II dated 23-03-2006 is hereby repealed.

  
(Tanusree Deb Barma)

Secretary to the Government of Tripura

Syllabus for the post **LDC** Grade under the District Administration (Revenue) Department.

No.F.10(41)-REV/2005.

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
<b>Paper-I</b> English	Knowledge of English/Bengali (OMR based MCQ Type)	40	2(two ) hours
	Job Oriented questions (OMR based MCQ Type)s	30	
<b>Paper-II</b> General Knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.  (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India.  (OMR based MCQ Type)	100	2(two) hours
Interview	Personal qualities of the candidate's e.g. Intellectual ability, Interest in current affairs etc.	30	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for interview. Number of candidates (category wise) qualified in the written examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates)

Number of candidate(s) to be selected	Number of candidates to be called for Interview (Category wise)
01(one)	05(five) candidates. (1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above	3(three) times the number of vacancies. (1:3)

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the interview will also be called for interview.

(b) Final merit list will be prepared by adding the marks obtained in the written examination and interview. In so case a candidate will be called for interview unless he / she appear in all papers of the Written Examination. If a candidate remains absent in interview or /and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

  
Secretary  
Revenue Department